

~~CONFIDENTIAL~~

Mailed to:

(TSP
Chief IB

Attn: Rm 2180
Westout

5 June 1962

STAT ATTN : Chief, TSD
Chief, Intelligence Branch

CIA Records Administration Officer

Request for Shelf Filing Equipment

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1. In accordance with request received from [redacted]
[redacted] TSD Records Officer, [redacted] of my Staff investigated
the possibility of installing shelf files in your area.

2. Attached are scale drawings of the TSD/IB vault area,
Room 227-C Westout, showing the placement of the proposed 14
sections of steel shelving. Also attached is a listing of the
required pieces of shelf filing equipment.

3. I am enclosing alternate drawings; drawing A, which con-
sists of fourteen (14) three-foot sections will provide 336 cubic
feet of shelf filing. However, acceptance of this plan would
create a tight work area denoted by the red arrows in the upper
right corner of the drawing. Acceptance of drawing B, consisting
of twelve (12) three-foot sections and two (2) thirty-inch sections
would correct this crowded condition, but would also reduce shelving
capacity by some eight cubic feet.

4. Both plans have been conditionally approved by the CIA
Safety Officer. This condition involves the raising of three fire
protective devices indicated on drawings by green. Raising of these
will permit for the minimum allowable distance between the bottom
of the fire protective cone and the top of the shelving.

5. In addition to permitting the return to stock of 27 five-
drawer file cabinets, the adoption of either plan will provide
better utilization of space and allow for considerable expansion.
At the present time filing space provided by cabinets amounts to
270 cubic feet. Adoption of drawing "A" will provide 66 additional
cubic feet of filing space, while drawing "B" will allow 58 additional
cubic feet.

6. The cost of the total shelving should approximate \$1,400.00.
The replacement value of the 27 five-drawer cabinets represent
\$1,755.00.

7. Please let me know if we can be of further assistance in this
matter.

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Distribution:

Orig. & 1 - addressee, 1 - RAO
1 - [redacted]

RAO/DDS/RD&SE [redacted]

(5 June 1962)

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7/5/62

OPEN FILE SHELVING
"2300" LINE BRACKET TYPE

1. Single-faced Letter Size Starter Unit containing wall clips, two columns, all dividers and with finished end brackets for base shelves (9" deep shelves--base shelf 12"). 36" wide.
2. Single-faced Letter Size Adder Unit containing wall clips, one column, all shelves and all dividers. (9" deep shelves--base shelf 12"). 36" wide.
3. Single-faced Letter Size Adder Unit containing wall clips, one column, all shelves and all dividers (9" deep shelves--base shelf 12"). 30" wide.
4. Single-faced Letter Size End Panels- Right only. 14 3/8" deep.
5. Single-faced Letter Size End Panel - Left only; 14 3/8" deep.
6. Top Plate 12" deep for letter size starter unit.
7. Top Plate 12" deep for letter size adder unit.
8. Top Plate 12" deep for letter size adder unit.

DIMENSIONS:

Height of uprights to be 92" to provide a 3" base elevation and shelf openings not less than 10 1/8" from the filing surface of one shelf to the lowest projection of the next higher shelf or dust canopy. Twelve sections shall contain shelves including adjustable shelves 9" deep by 35" wide inside measurements. The base shelf shall be 12" deep by 35" wide inside dimensions.

Two sections shall be 9" deep by 29" wide inside dimensions including adjustable shelves. The base shelf shall be 12" deep by 29" wide.

It is suggested that this order be filled from surplus shelf filing equipment if available. If not this order should be placed with a vendor who can supply the above dimensions. For purposes of description, the above nomenclature was taken from the Art Metal catalog.

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